

**ENGINEERING AND RELATED SERVICES
APRIL 16, 2010**

**STATE PROJECT NO. 700-52-0205
F.A.P. NO. IM-5209(524)
FRENCH BRANCH BRIDGE – WEST PEARL RIVER BRIDGE
ROUTE I-10
ST. TAMMANY PARISH**

Under Authority granted by Title 48 of Louisiana Revised Statutes, the Louisiana Department of Transportation and Development (DOTD) hereby issues a Request for Qualification Statements (RFQ) on Standard Form 24-102 (SF 24-102), “Professional Engineering and Related Services”, revised January 2003, from Consulting Firms (Consultant) to provide engineering and related services. **All requirements of Louisiana Professional Engineering and Land Surveying (LAPELS) Board must be met at the time of contract execution.** One Prime-Consultant/Sub-Consultant(s) will be selected for this Contract.

Project Manager – Ms. Allison Schilling, P.E.

All inquiries concerning this advertisement should be sent in writing to Edward.Wedge@LA.gov.

PROJECT DESCRIPTION

The selected Consultant shall perform engineering and related services to prepare plans for State Project No. 450-18-0108, French Branch Bridge – West Pearl River Bridge, on I-10 in St. Tammany Parish. The project also includes the I-10/I-12/I-59 Interchange. The mainline pavements are to be rubblized and overlaid. Pavement replacement is required at underpasses. The I-59S to I-12W ramp is to be reconstructed with adjustments made to the alignment at I-12. The remaining single lane ramps shall be rehabilitated and shall include an ultra thin or microsurfacing treatment.

The plans shall include stage construction, including shoulder widening and associated traffic control plans for each mainline and ramp, as applicable. Detour signing shall be required to accommodate long term closures of the cloverleaf ramps.

Guard rail replacement, adjusting elevations of crossovers, and adjusting elevations and phasing of rest area ramps shall be included. If adjustments to overhead sign trusses are required, DOTD shall provide details to be incorporated into the plans.

Consultant shall coordinate plan development with Program Management Section and Road Design Section for interface with State Project 454-04-0080 on I-12 just west of the interchange.

Consultant shall obtain location of ITS equipment from the Intelligent Transportation Systems Section and State Project 737-99-0545.

Consultant shall coordinate traffic control plans and lane restrictions with the District Traffic Operations Engineer and the Traffic Engineering Management Section.

Consultant shall coordinate with the Traffic Engineering Development Section for Interstate Corridor Standards and modifications to the alignment of the I-59S to I-12W ramp.

SCOPE OF SERVICES

The services to be rendered for this Project shall consist of the following Stages and Parts:

Stage 3: Design

Part I: Surveying Services

(a) Topographic Survey

Part III: Preliminary Plans

Part IV: Final Plans

Stage 3: Design

The services to be performed are described more specifically as follows:

Part I (a) Topographic Survey

Consultant shall perform all services required to make a complete topographic survey, in English units of measure, as required for the proper design and layout of the project. The DOTD requirements which shall govern this survey are specified in the current edition of the DOTD Location and Survey Manual and EDSM I.1.1.11. Deviations to these documents shall be approved by the District Project Manager. Aerial photogrammetry may be used in developing the surveys. The project survey control and horizontal alignment shall be based on Louisiana State Plan Coordinate System, (NAD-83-92), as determined by G.P.S. observation and correlated to Control Section Log Miles. Vertical control is not required.

The survey shall include, but is not limited to, one or more of the following:

- 1) Station the outside lane edge for each divided roadway and for each ramp. Station every 100'. Paint stations on paved shoulder.
- 2) Station reference points along the project.
- 3) Station and inspect all drainage structures. Note condition, cover, size, type, thickness, length and other information required in EDSM I.1.1.11.
- 4) Cross-section the roadway at a minimum of every 1000' but not less than 3 representative sections per roadway. Cross-section the roadways at the PC, PT, and apex of curves to determine superelevation rates, and at visible changes in cross slopes. Cross

section 0', 25', 50', 100', 200' 300' and 400' from obstacles requiring guardrail protection.

5) Station and measure travel lanes and shoulder widths at transition points or changes in material type. Station and measure acceleration and deceleration lanes.

6) Determine the degree of curves, note directions, and locate the stations of the observed PCs and PTs.

7) Station and describe with approximate quantities, the type of striping, symbols, and roadside signs.

8) Station and measure vertical and horizontal clearances for each lane at underpasses and overhead sign trusses.

9) Measure the length, draw up the attachment, and cross-section the guard rails. Record the bridge number and/or structure type, type of end treatments and other information required in EDSM I.1.1.11.

10) Station any exceptions to the roadway construction.

11) Station and offset any visible utilities.

12) Locate and station ITS equipment within medians and 20' from edge of shoulder. DOTD to provide plans.

13) Station and measure any areas needing to be patched.

14) Station and measure the size of existing roadway patches.

20) Stations are to be correlated with Control Section Log Miles (CSLM) at the beginning and end of the project, drainage structures, bridges, overhead sign trusses, crossovers, and as directed by the District Project Manager.

Part III: Preliminary Plans

Preliminary plans shall consist of all engineering services required for the completion of preliminary plans and estimates for the project, all under a schedule for completion which shall conform to the contract time specified elsewhere in the contract or established by supplemental agreement.

The services to be performed under this Part consist of the following:

Conduct a pre design meeting with the District and Headquarter personnel prior to beginning work.

Assembly and study of existing data, including improvement studies, boring information, traffic data available through DOTD, and such data as can be located through efforts of the Consultant.

The preparation of Preliminary Plans for the Project generally in accordance with the requirements outlined in the latest AASHTO Standard Specifications for Highways and bridges and in the current editions of DOTD's Roadway Plan Preparation Manual, Bridge Design Manual, Hydraulics Manual, EDSM I.1.1.11, and Interstate Corridor Standards. Statements in the Manuals which may be in conflict with requirements specified in the main body of this Contract shall be considered as superfluous information and not applicable to this Contract.

Consultant shall submit proposed phasing and traffic control to the District Project Manager, District Traffic Operations Engineer, and the Traffic Engineering Management Section for review prior to developing detailed preliminary plans needed for site inspection.

After receipt of comments from the phasing and traffic control review, Consultant shall submit two sets of detailed preliminary plans to the District Project Manager for examination and comments. Plan sets shall also be submitted to the Program Manager, Environmental Section and Pavement Design Section.

The Consultant shall be required to correct the plans, if applicable, and distribute copies to the appropriate DOTD and FHWA personnel as directed by the District Project Manager prior to scheduling the site inspection. Consultant shall coordinate the site inspection with the District Project Manager and appropriate DOTD and FHWA staff.

After completion of site inspection and incorporation of comments into the plans, Consultant shall then submit one copy of the plans, along with a copy of the marked plans, to the Program Manager and the District Project Manager. The revised plans are to be dated and stamped "Preliminary". Consultant shall distribute copies of the plans as directed by the District Project Manager. Following review by the Program Manager and District Project Manager, the Consultant shall incorporate the comments.

Consultant shall prepare a Design Report. Any required design exceptions shall be justified and documented in the Design Report.

Consultant shall submit the preliminary portion of the Constructability/Biddability Form for Pavement Preservation projects with the plans.

Specifications for the Project shall be in accordance with the latest edition of Louisiana Standard Specifications for Roads and Bridges, amended to comply with the current practices of the DOTD.

The preparation of estimates of construction contract costs based on estimated quantities developed for the Preliminary Plans.

The preparation of all special specifications required.

Preparation of a sequence of construction for the Project.

The design standards for this improvement shall comply with the criteria prescribed in 23 CFR 625, Design Standards for Highways, DOTD Minimum Design Guidelines and Interstate Corridor Guidelines.

The format of the plans shall conform to the standards used by the DOTD in the preparation of its contract plans for items of work of similar character.

Design for Preliminary Plans shall be done in English units of measurement.

Part IV: FINAL PLANS

Final Plans shall consist of all services required for the preparation of Final Plans, specifications, and estimates, all meeting the standard requirements of the DOTD as to general format and content. Specifically, the work under this Part consists of the following major items:

The design and preparation of completed detailed Final Plans drawn to acceptable scales for the Project. The plans shall include designs and/or details for all work required. The Final Plans shall show existing utilities, if applicable.

The preparation and submittal of construction cost estimates based on the Final Plans.

The submittal of the completed Plan Constructability/Biddability Review document to the District Project Manager.

The submittal of EDSM I.1.1.11 attachments.

The submittal/distribution of Final Plan drawings for review, as directed by the District Project Manager. After reviews have been received and comments incorporated, the District Project Manager may request additional plans for subsequent review.

Following incorporation of review comments, stamped, signed, Final Plans shall be submitted to the HQ Program Manager along with marked plans and comments from the final plan reviews.

The plan sheets shall be full size in lieu of letter size.

ITEMS TO BE PROVIDED BY DOTD

- Pavement Design
- Traffic Data
- Standard Plans and Details
- Project Numbers
- Plans for ITS equipment within project vicinity
- Current plans for State Project No. 454-04-0080

REFERENCES

All services and documents will meet the standard requirements as to format and content of the DOTD; and will be prepared in accordance with the latest applicable editions, supplements and revisions of the following:

1. AASHTO Standards, ASTM Standards or DOTD Test Procedures
2. DOTD Location and Survey Manual
3. DOTD Roadway Design Procedures and Details
4. DOTD Hydraulics Manual
5. DOTD Standard Specifications for Roads and Bridges
6. Manual of Uniform Traffic Control Devices
7. DOTD Traffic Signal Design Manual
8. National Environmental Policy Act (NEPA)
9. National Electric Safety Code
10. National Electric Code (NFPA 70)
11. DOTD Environmental Impact Procedures (Vols. I-III)
12. Policy on Geometric Design of Highways and Streets
13. Construction Contract Administration Manual
14. Materials Sampling Manual
15. DOTD Bridge Design Manual
16. Consultant Contract Services Manual
17. Geotechnical Engineering Services Document
18. Bridge Inspectors Reference Manual
19. DOTD Stage 1 Manual of Standard Practice
20. Code of Federal Regulations 29 CFR 1926 (OSHA)

COMPENSATION

Compensation to the Consultant for services rendered in connection with this Contract will be a non-negotiated lump sum in the amount of **\$205,000**.

CONTRACT TIME

The overall contract time is estimated to be **240 calendar days**. The Consultant will proceed with the services required upon issuance of the Notice to Proceed from the DOTD.

The delivery schedule is as follows, however may be changed by the DOTD Project Manager:

Stage 3: Part I, Surveying Services, shall be completed within 35 calendar days from the Notice to Proceed.

Stage 3: Part III, Preliminary Plans, shall be completed within 170 calendar days from the Notice to Proceed.

Stage 3: Part IV, Final Plans, shall be completed within 200 calendar days from the Notice to Proceed.

MINIMUM PERSONNEL REQUIREMENTS

The following requirements must be met by the Prime-Consultant at the time of submittal:

1. At least one Principal of the Prime-Consultant must be a Professional Engineer registered in the State of Louisiana.
2. At least one Principal or other Responsible Member of the Prime-Consultant must be a Professional Civil Engineer, registered in the State of Louisiana.
3. In addition to the above, The Prime-Consultant must also employ on a full-time basis a minimum of one Professional Civil Engineer, registered in the State of Louisiana with a minimum of five years experience in the preparation of roadway plans.
4. The Prime-Consultant must also employ on a full-time basis, or through the use of a Sub-Consultant(s):
 - a. One Professional Land Surveyor, registered in the State of Louisiana, with at least 3 years experience in conducting topographic surveys for DOTD, and a corresponding support staff.
 - b. One Professional Civil Engineer, registered in the State of Louisiana, having at least three years experience, with a minimum of 5 projects, in the preparation of specialized traffic control plans, with a corresponding support staff. Must have attended and passed the ATTSA "Traffic Control Design Specialist Class.

ELECTRONIC DELIVERABLES

The Consultant hereby agrees to produce electronic deliverables in conformance with "DOTD Software and Deliverable Standards for Electronic Plans" as outlined at http://www.dotd.louisiana.gov/highways/project_devel/design/electronic_standards_disclaimer.asp. The Consultant shall download and apply the latest CAD standards. The Consultant hereby agrees to install incremental updates to software and CAD standards as instructed by the Project Manager. Such updates will not have a significant impact on the development time or delivery date for project plans, or require the Consultant to purchase additional software. Prior to proceeding with plan development, the Consultant shall contact the Project Manager for any special instructions regarding updates to standards or project-specific requirements if this information has not already been provided.

In the event that any electronic standard conflicts with written documentation, including DOTD plan-development manuals, the electronic standard typically governs. The Consultant is responsible for contacting the Project Manager should questions arise.

Plan deliveries shall be made on CD or DVD media and labeled with media-compatible indelible ink on separate lines as follows:

State Project Number

“Final Plans Submittal”
“Electronic Deliverables”
Consultant Firm Name

The CD/DVD shall be delivered with a signed cover letter that includes, among the formalities, a deliverable “hash” code that is documented in a report generated by the ControlCAD Indexer Submittal tool. The hash code is used to verify that the CD is authentic. At any stage of the plan development process, the Project Manager may require plan delivery by other methods including, but not limited to, upload to the DOTD ProjectWise repository.

The prime Consultant is responsible for ensuring that Sub-Consultants are prepared to produce electronic deliverables in conformance with DOTD electronic standards for plans.

QUALITY CONTROL/QUALITY ASSURANCE

The DOTD requires the Consultant to develop a Quality Control/Quality Assurance program or adopt DOTD's program; in order to provide a mechanism by which all construction plans can be subject to a systematic and consistent review. Consultant's must ensure quality and adhere to established design policies, procedures, standards and guidelines in the preparation and review of all design products. The DOTD shall provide limited input and technical assistance to the Consultant. The Consultant's plans shall meet or exceed DOTD's Construction Plans Quality Control / Quality Assurance Manual and EDSM No. Volume I. 1.1.24 on Plan Quality. The Consultant shall transmit plans with a DOTD Quality Control/Quality Assurance Checklist, Documentation Manual for Project Delivery, and a certification that the plans meet the DOTD's quality standards.

EVALUATION CRITERIA

The general criteria to be used by DOTD (when applicable) in evaluating responses for the selection of a Consultant to perform these services are:

1. Consultant's firm experience on similar projects, weighting factor of 3;
2. Consultant's personnel experience on similar projects, weighting factor of 4;
3. Consultant's firm size as related to the estimated project cost, weighting factor of 3;
4. Consultant's past performance on similar DOTD projects, weighting factor of 6; **
5. Consultant's current work load with DOTD, weighting factor of 5;
6. Location where the work will be performed, weighting factor of 4;

The Road Design Rural (RR) performance rating will be used for this project.

Complexity Level: moderate

Consultants will be evaluated as indicated in Items 1- 6. The evaluation will be by means of a point-based rating system. Each of the above criteria will receive a rating on a scale of 0-4. The rating will then be multiplied by the corresponding weighting factor. The firm's rating in each category will then be added to arrive at the Consultant's final rating.

If Sub-Consultants are used, each member of the Consultant/Team will be evaluated on their part of the contract, proportional to the amount of their work. The individual team member ratings will then be added to arrive at the Consultant/Team rating.

Communication Protocol

DOTD's Project Evaluation Team will be responsible for performing the above described evaluation, and will present a short-list of the three (if three are qualified) highest rated Consultants to the Secretary of the DOTD. The Secretary will make the final selection. **Below are the proposed Team members. DOTD may substitute for any reason provided the members meet the requirements of R.S. 48:291.**

1. Edward R. Wedge – Ex officio
2. Allison Schilling – Project Manager
3. Ben Thomas
4. Mark Chenevert – Program Manager
5. Ryan Reviere
6. David Smith

Rules of Contact (Title 48 Engineering and Related Services)

These rules are designed to promote a fair, unbiased, legally defensible selection process. The LA DOTD is the single source of information regarding the Contract selection. The following rules of contact will apply during the Contract selection process and will commence on the date of advertisement and cease at the contract execution of the selected firm. Contact includes face-to-face, telephone, facsimile, Electronic-mail (E-mail), or formal written communications. Any contact determined to be improper, at the sole discretion of the LA DOTD, may result in the rejection of the submittal (SF 24-102):

- A. The Consultant shall correspond with the LA DOTD regarding this advertisement only through the LA DOTD Consultant Contracts Services Administrator;
- B. The Consultant, nor any other party on behalf of the Consultant, shall not contact any LA DOTD employees, including but not limited to, department heads; members of the evaluation teams; and any official who may participate in the decision to award the contract resulting from this advertisement except through the process identified above. Contact between Consultant organizations and LA DOTD employees is allowed during LA DOTD sponsored one-on-one meetings;
- C. Any communication determined to be improper, at the sole discretion of the LA DOTD, may result in the rejection of submittal, at the sole discretion of the LA DOTD;
- D. Any official information regarding the project will be disseminated from the LA DOTD'S designated representative on the LA DOTD website. Any official correspondence will be in writing;

- E. The LA DOTD will not be responsible for any verbal exchange or any other information or exchange that occurs outside the official process specified herein.

By submission of a response to this RFQ, the Consultant agrees to the communication protocol herein.

CONTRACT REQUIREMENTS

The selected Consultant will be required to execute the contract within 10 days after receipt of the contract.

INSURANCE - During the term of this contract, the Consultant will carry professional liability insurance in the amount of \$1,000,000. The Prime-Consultant may require the Sub-Consultant(s) to carry professional liability insurance. This insurance will be written on a “claims-made” basis. Prior to executing the contract, the Consultant will provide a Certificate of Insurance to DOTD showing evidence of such professional liability insurance.

AUDIT - The selected Consultant/Team will allow the DOTD Audit Section to perform an annual overhead audit of their books, or provide an *independent* Certified Public Accountant (CPA) audited overhead rate. This rate must be developed using Federal Acquisition Regulations (FAR) and guidelines provided by the DOTD Audit Section. In addition, the Consultant/Team will submit semi-annual labor rate information, when requested by DOTD.

The selected Consultant/Team will maintain an approved Project Cost System, and segregate direct from indirect cost in their General Ledger. Pre-award and post audits, as well as interim audits, may be required. For audit purposes, the selected Consultant/Team will maintain accounting records for a minimum of five years after final contract payment.

Any Consultant currently under contract with the DOTD and who has not met all the audit requirements documented in the manual and/or notices posted on the DOTD Consultant Contract Services Website (www.dotd.louisiana.gov), will not be considered for this project.

SUBMITTAL REQUIREMENTS

One original (**stamped original**) and **five** copies of the SF 24-102 must be submitted to DOTD. All submittals must be in accordance with the requirements of this advertisement and the Consultant Contract Services Manual. Any Consultant/Team failing to submit any of the information required on the SF 24-102, or providing inaccurate information on the SF 24-102, will be considered non-responsive.

Any Sub-Consultants to be used, including Disadvantaged Business Enterprises (DBE), in performance of this Contract, must also submit a SF 24-102, which is completely filled out and contains all information pertinent to the work to be performed.

The Sub-Consultant's SF 24-102 must be firmly bound to the Consultant's SF 24-102. In Section 9, the Consultant's SF 24-102 must describe the **work elements** to be performed by the Sub-Consultant(s), and state the approximate **percentage** of each work element to be subcontracted to each Sub-Consultant.

Name(s) of the Consultant/Team listed on the SF 24-102, must precisely match the name(s) filed with the Louisiana Secretary of State, Corporation Division, and the Louisiana State Board of Registration for Professional Engineers and Land Surveyors.

The SF 24-102 will be identified with State Project No. 700-52-0205, and will be submitted **prior to 3:00 p.m. CST on Monday, May 3, 2010**, by hand delivery or mail, addressed to:

Department of Transportation and Development
Attn.: Mr. Edward R. Wedge, III, P.E.
Contracts Administrator
1201 Capitol Access Road, **Room 405-T**
Baton Rouge, LA 70802-4438 or
Telephone: (225) 379-1989

REVISIONS TO THE RFQ

DOTD reserves the right to revise any part of the RFQ by issuing an addendum to the RFQ at any time. Issuance of this RFQ in no way constitutes a commitment by DOTD to award a contract. DOTD reserves the right to accept or reject, in whole or part, all Qualification Statements submitted, and/or cancel this announcement if it is determined to be in DOTD's best interest. All materials submitted in response to this announcement become the property of DOTD, and selection or rejection of a submittal does not affect this right. DOTD also reserves the right, at its sole discretion, to waive administrative informalities contained in the RFQ.